

SECRET

DD/S 70.3920

odm9

22 SEP 1970

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Request for Increased Contract Ceiling to Accommodate
Employment of Co-operative Education Students -
Office of Finance

REFERENCES : a. Memo to D/Fin fr C/DDS/Plans Staff dtd 23 May 69,
subj: FY 1970 Ceiling Allocation for Contract
Employees and Career Agents (DDS 69-2394)
b. Memo to D/Fin fr C/DDS Plans Staff dtd 17 Jul 70,
subj: Control Figures for Preparation of the
FY 1972 Office Estimates (DDS 70-2938)

1. This memorandum submits a request for approval in compliance with reference a.; such request is contained in paragraph 4.

2. The Office of Finance is currently authorized one (1) contract ceiling for FY 1971 and 1972 for a Business Accountant assigned to the

3. A Co-Operative Education Work Program has been initiated by the Office of Finance which anticipates the hire of five (5) Co-op Students. At the present time, one (1) student is assigned to the Office of Finance and two (2) others are in process by the Office of Personnel for assignment to this Office.

4. In order to provide for anticipated hire of Co-op Students as stated in paragraph 3., it is requested that the Office of Finance contract ceiling authorization be increased from one (1) to six (6).

L. E. Bush
Director of Finance

Recommendation contained in paragraph 4. is ___ approved; ___ disapproved:

*

(Signed) John W. Casper

29 SEP 1970

Deputy Director for Support

Date

*Authorization is granted to exceed contract ceiling by 5 pending formal approval in the Office of Finance's

GROUP 1
Excluded from automatic
downgrading and
declassification

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DD/S ENCLAVE

FILE *Q8M9*

DD/S 69-2394

23 MAY 1969

MEMORANDUM FOR: INSERT*

SUBJECT : FY 1970 Ceiling Allocation for Contract
Employees and Career Agents

REFERENCE : Memo dtd 25 March 69 to D/CO, D/F, D/L, D/MS,
D/P, D/S, D/TR, C/SSS, and [] fr ADD/S;
Subject: Ceiling Controls on Certain Contract
Personnel (DD/S 69-1248)

25X1

1. The Executive Director-Comptroller has approved a FY 1970 Directorate ceiling for Contract Employees and Career Agents which includes ** for your Office. This ceiling was developed out of the May 1969 report of on-duty personnel with provision for cases in process as discussed with your representatives.

2. The administrative procedures for control of Contract Employees and Career Agents will be essentially the same as those used in monitoring staff employee ceilings. Directorate contract ceiling levels will be established annually as part of the normal PPB review cycle and will be sub-allocated to Offices by the Deputy Director for Support. All Contract Employees and Career Agents will be charged against your ceiling allocation on a one-for-one basis regardless of the number of hours worked or the level of compensation. Requests for changes in ceiling will be addressed to the Deputy Director for Support as needs arise.

25X1

[]
Chief, DD/S Plans Staff

PS-DD/S:SWR:kmc/[] (23 May 69)

Distribution:

Orig - D/CO

1 - Ea Other Adse noted as insert

(1) DD/S Subject w/Cy of Ref (DD/S 69-1248) & Bkgrnd (DD/S 69-2388)

1 - DD/S Chrono

1 - PS Chrono w/Cy of Ref & Bkgrnd

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downgrading and
declassification

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for their information only.

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DD/S 69-1248

25 MAR 1969

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, Support Services Staff

25X1

SUBJECT : Ceiling Controls on Certain Contract Personnel

REFERENCE : Memo dtd 7 Mar 69 to DD/I, DD/P, DD/S&T, DD/S
fr Ex Dir-Compt, same subject

1. Referenced memorandum is attached for your information since the establishment of ceiling controls for contract personnel will be of interest. You are aware of the non-staff inventory and ADP reports on contract personnel, which have been developed in recent months at the direction of the Executive Director-Comptroller. A current effort seeks to develop criteria for the development of the ceiling. We shall try to keep you informed on developments in this direction.

2. We anticipate that the period 1 April to 30 June will be used to "firm up" a ceiling which will be allotted at Directorate level. I suggest that you inform the Chief, Plans Staff-DD/S of any problems which may arise out of the establishment of a contract personnel ceiling, since he is representing the Directorate in current discussions.

(signed) John W. Coffey

John W. Coffey
Assistant Deputy Director
for Support

Attachment:

Ref Memo [DD/S 69-1308]
PS-DD/S:SWR:bkf [] (20 Mar 69)

Distribution:

Orig - D/CO w/att (ref)

1 - Ea other adse w/att (ref)

1 - DD/S Subject w/att (ref) & background: DD/S 69-1114 w/ref & DD/S 69-1057 w/ref-att

1 - DD/S Chrono w/o att

and 69-1016

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69-2653/4

DD/S 69-2388

23 MAY 1969 ES YAM 22 MAY 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : FY 1970 Ceiling Allocation for Contract Employees and Career Agents

REFERENCE : Memo dated 7 March 1969 to DD's From ExDir. Subject: Ceiling Controls on Certain Contract Personnel

1. The Support Directorate ceiling allocation for contract employees, type A and B, and career agents, for FY 70 is . This total is derived from the Office of Personnel inventories developed in concert with the Directorates and makes provision for in-process cases and for defined contract vacancies.

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2. All contract employees and career agents will be charged against your ceiling allocation on a one-for-one basis regardless of number of hours worked or the level of compensation. Contingencies or requests for changes in ceiling will be addressed as the need arises.

3. The administrative procedures for control of contract employees and career agents will be essentially the same as those used in monitoring staff employee ceilings. Contract ceiling levels will be established annually by Directorate on the basis of justification provided as part of the normal PPB review cycle.

/s/ L. K. White

L. K. White
Executive Director - Comptroller

DD/S Distribution:

Orig-DD/S Subject w/background

1 - DD/S Chrono

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